

## Creating a Brightspace Quiz

[Intro: Creating a Quiz](#)

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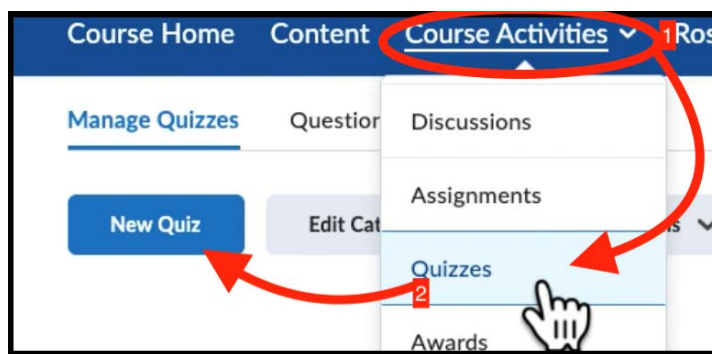
[Objectives Tab](#) (Objectives are not currently enabled in Brightspace)

[Submission Views Tab](#)

### Intro: Creating a Quiz

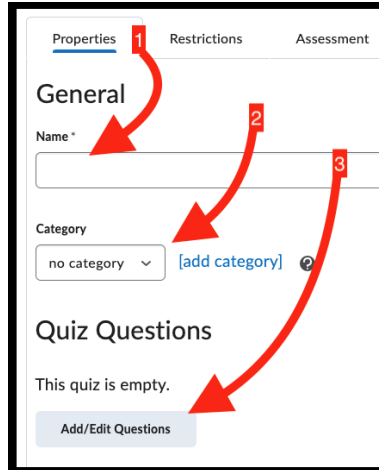
The quizzes tool within Brightspace is used not just for quizzes, but for all assessments that follow that general format. This includes tests, exams, knowledge checks, etc. They are all created using the same process, the instructor just tiles the assessment how they see fit. The quizzes tool can be accessed from several areas, but the recommended path is to get to quizzes through the navbar.

To create a quiz **Click on course activities, then quizzes** (1) in the navbar to access the Manage Quizzes page, then select **new quiz** (2). **This will land you in the properties tab area**

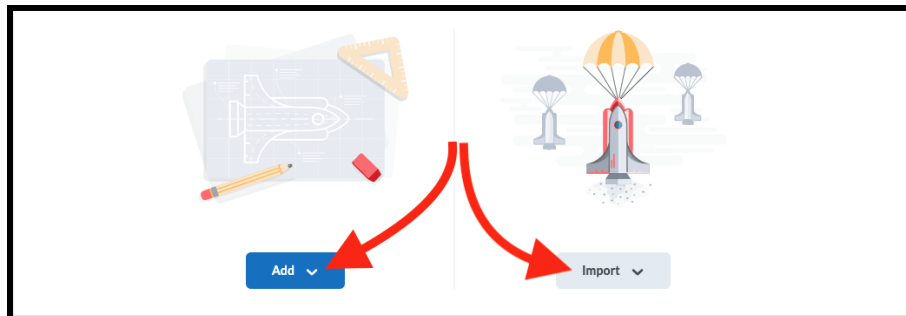


### Working in the properties tab:

1. Name your quiz
2. If you have subdivided your quizzes into categories or would like to do so now, choose a category or add a category
3. **Click add/ edit questions** to access existing questions

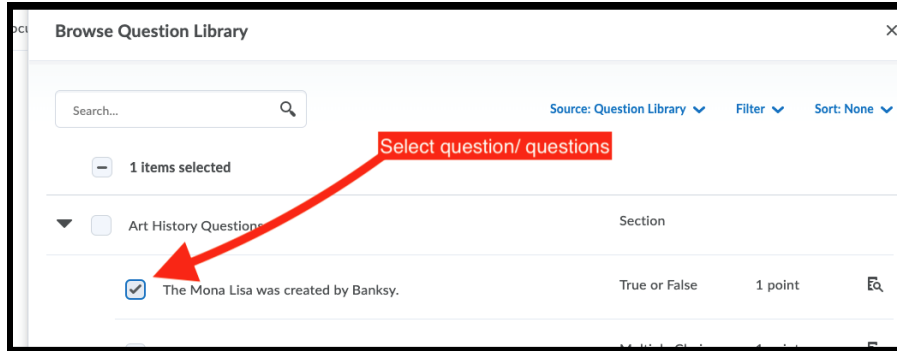


4. On the resulting screen, choose from “**Add**” to create a new question, section, or question pool (this creation process is covered in the Question Pool documentation). OR choose “**Import**” to upload a CSV or ZIP file or browse your question library. See step 6 if you have chosen the former, or step 5 if you have already created questions in the question pool

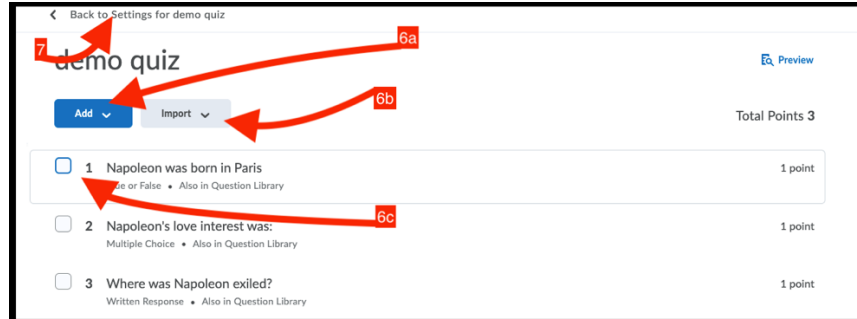


5. In the resulting window, browse your question library and **select sections or questions** to add to the current quiz, then **click import**

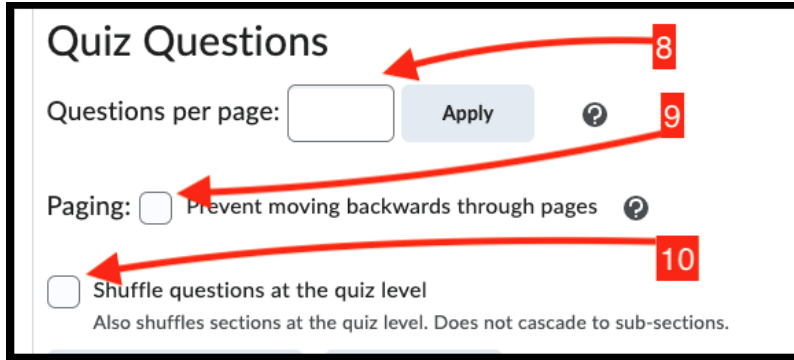
## SUNY DLE Brightspace Guides



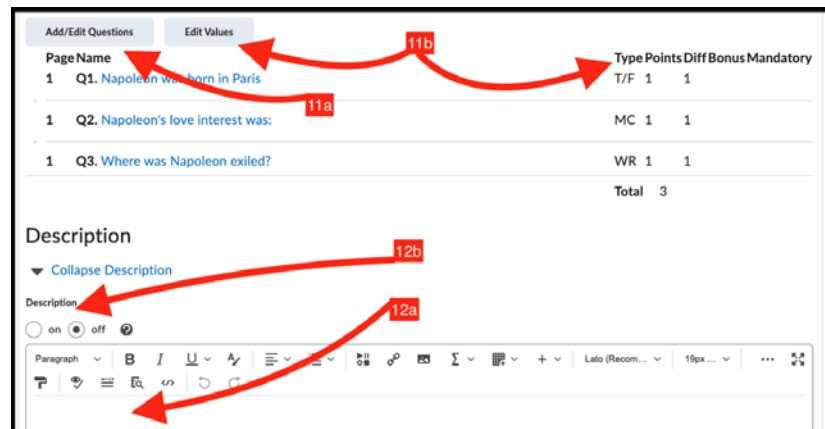
6. On the resulting page you have several options
  - a. Add (create) more questions, sections, or pools
  - b. Import (upload or from question library) more questions
  - c. **Edit questions** (delete, move, make bonus, make mandatory) by **clicking the checkbox next to a question**
7. Once you have populated your quiz, click **back to settings** at the top of the page



8. Fill in how many **questions you want per page**. If no number is indicated, questions will all appear on one long scrollable page for students
9. If you wish to **prevent backtracking** through pages check the prevent moving backwards box
10. Indicate if you want to **shuffle questions at the quiz level**



11. Review your questions to see if you want to **add/ edit questions** (11a), or if you wish to **edit values** such as points or difficulty rating (11b)
12. Add an optional **description** in the text box (12a), and click the radio buttons above to indicate if you want the **description on or off** for students (12b)



13. Add an **optional header or footer** to our quiz pages by utilizing the rich text editor
14. Set **optional advanced properties** by clicking their check box. You can allow hints, prohibit right clicking, and shut off email/ instant messages/ alerts for your students

15. Enter your preferred email if you wish to get notification of quiz completion
16. Save and close (16) if you are done, or click the restrictions tab (16b) at the top, next to properties

Page Header / Footer

▶ Expand page header / footer

Optional Advanced Properties

▼ Collapse optional advanced properties

Allow hints

Disable right click ?

Disable Email, Instant Messages and alerts ?

Notification Email

Save and Close Save Cancel

Edit Quiz - demo quiz

Properties Restrictions Assessment Objectives Submission Views

Working in the restrictions tab:

17. Click **hide from users** if you do not want the quiz visible yet
18. Set **optional due dates** (18a) and **availability restrictions** (18b- start/end dates) by checking the related box and **clicking in the calendar and time fields to edit**. If you choose any of these the add to calendar option will become available. If you do not wish to add any of these, skip to step 20
19. Optionally, **click the display in calendar** checkbox

A screenshot of the Brightspace quiz settings interface. The interface includes several sections with checkboxes and date/time pickers. Red callout boxes with arrows point to specific elements: '17' points to the 'Hide from Users' checkbox, '18a' points to the 'Due Date' section, '18b' points to the date and time pickers for 'Has Due Date', and '19' points to the 'Display In Calendar' checkbox. The 'Has Due Date' section shows a date of 7/14/2022 and a time of 2:38 AM. The 'Availability' section has a 'Has Start Date' with a date of 7/6/2022 and a time of 10:38 PM, and a 'Has End Date' with a date of 7/14/2022 and a time of 2:38 AM.

20. Optionally, add existing- or create new- release conditions for your quiz.  
This process is discussed in another document
21. Set optional advanced restrictions such as password for quiz access or IP restrictions

A screenshot of the 'Release Conditions' and 'Optional Advanced Restrictions' sections in Brightspace. The 'Release Conditions' section has three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below the buttons, it says 'There are no conditions attached to this item.' A red callout box labeled '20' points to the 'Remove All Conditions' button. The 'Optional Advanced Restrictions' section has a dropdown menu labeled 'Collapse optional advanced restrictions' with a red callout box labeled '21' pointing to it. Below this are fields for 'Password' and 'IP Restriction (IPv4)'. The IP Restriction section has a table with columns for 'IP Range Start', 'IP Range End', and 'Delete', and a message below it stating 'No IP Ranges have been defined for this Quiz.'

22. **Click recommended or click enforced time limit**
  - a. **Enter your time limit**
  - b. Enforced time limit sets a duration, and gives the instructor the option to set a **grace period** and its **conditions**, if desired

- c. Recommended time limit gives users an estimation of how long a quiz should take, without interfering with their access

**Timing**

Recommended Time Limit  Enforced Time Limit

Time Limit: 120 minute(s) Grace Period: 5 minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

**Special Access**

Type of Access

Allow selected users special access to this quiz

23. Optionally, **set special access**. Special access will be covered in its own documentation

24. **Save and close** (a) if you are done, or **click the assessment tab** (b) next to the restrictions tab

**Special Access**

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close Save Cancel

Edit Quiz - demo quiz

Properties Restrictions **Assessment** Objectives Submission Views

Working in the assessments tab:

25. If desired, **click auto-publish results**
26. **Select a pre-existing grade item** to link your quiz to, or **add a new grade item**
27. **Click synchronize to gradebook** if you want grades automatically updated once published
28. Optionally, click the chevron to **edit the student view** (display scores as points, weighted, by scheme, and/ or color)

Assessment

Automatically Publish Evaluation

Auto-publish attempt results immediately upon completion

Grade Item

None [add grade item]

Synchronize to Grade Book

Automatically update evaluations in grade book when published

Student View Preview

3 / 3

29. **Click your completion tracking preferences**
  - a. Marked as complete with student submission
  - b. Marked as complete if instructor determined grade threshold is met

Activity Completion Tracking

If this Quiz is included in the Table of Contents with the Completion Method as complete when the following condition is met.

Automatic Completion Condition

The student is marked as complete after submitting a quiz attempt.

The student is marked as complete if they have a Passing Overall Quiz Grade

Passing Grade - Min:  % or higher



30. **Set number of allowed attempts.** This can range from 1- 10, or be set as unlimited. Note: if 2-10 attempts are chosen, additional advanced options will appear. **Click apply** before moving on
31. **Click checkbox** if retesting only includes **previously missed questions**
32. **Choose overall grade calculation** method from dropdown menu
33. **Save and close** (33a) if you are done, or **click on the objectives tab** (33b) next to the assessment tab

### Working with the objectives tab:

The SUNY Brightspace instance does not currently have Objectives enabled. This section will be updated once this tool is available.

### Working in the submission views tab:

34. **Click default view** to edit the default view of what students see upon quiz submission
  - a. **Edit submission message** in rich text editor, if desired

## Default View

The following is the submission view that will be released to users

**Default View** ← 36

**Date:** immediately

**Show Questions?** No

**Statistics:** none

## View Properties

Message

Paragraph **B** *I* U ~~A~~

← 36a

Your quiz has been submitted successfully.

- b. **Click the “yes” radio button** if you want students to see questions
- c. **Choose information** displayed for questions (show incorrect/ show correct/ show all questions/ show user responses)
- d. **Click on show question answers** if you want students to see question answers
- e. **Click show question score and out of score** if you want students to see scores for each question

**View Details**

Show Questions?

- Yes 36b
- Show questions answered incorrectly 36c
- Show questions answered correctly
- Show all questions without user responses
- Show all questions with user responses 36d
- Show question answers
- Show question score and out of score 36e
- No

35. Click the checkboxes for any of the following options if desired- **show attempt score and overall attempt score, show class average, show score distribution**

36. Click **save** or **cancel** to return to main submission view page

**Score**

- Show attempt score and overall attempt score 37

**Statistics**

- Show class average
- Show score distribution 38

**Save** **Cancel**

37. **Click to add optional additional views.** Here you can limit the amount of time students get detailed post-submission information
38. **Click Save and Close** when you are done editing your quiz

